Alcatel **Premium Reflexes**™

Alcatel Easy Reflexes™

Alcatel OmniPCX Office



ARCHITECTS OF AN INTERNET WORLD

User guide

Thank you for choosing one of our Reflexes, range of telephones, and for your confidence in **Alcatel**

Your digital telephone offers you all the latest design features, so that it is very easy to use, while providing the most efficient means of communication.

This easy-to-use telephone offers you:

- a receiver that is pleasant to use: it fits nicely in the hand with a flexible grip section⁽¹⁾,
- communication is even more convenient using the audio keys (loudspeaker, hands free⁽²⁾, etc.,
- using the convenient alphabetic keypad, you can call your correspondents by name⁽³⁾,
- transparent magnifying keys⁽⁴⁾ for immediate reading of your programmed settings (direct calls, functions, etc.),

Your user-friendly telephone offers you:

- a screen that displays your correspondent's number or name and guides your programming operations,
- communication icons⁽⁵⁾ (busy, free, on hold) to help you manage your calls (switching between calls, etc.),
- a complete range of connection interface units for data transmission, assisted telephone applications (CTI*) or easy connection of analogue (fax, answering machine) or ISDN terminals (PC with ISDN board, G4 fax).

for the **Premium REFLEXES** telephone only:

- I) Flexible grip sections
- 2) Hands free
- 3) Alphabetical keypad4) Transparent keys
- 5) Communication icons

*CTI: Computer Telephone Integration

How to use this guide?

Actions

Lift receiver



Hang up.





Description of an action or context.

Display

Smith John

Partial view of display.

Programmable keys and icons



Line key.



Icon corresponding to key.



Key programmed by technician to access service

Keypad



Numeric keypad.



Alphabetic keypad.



Specific key on numeric keypad.



Important informations.

These symbols can be supplemented by small icons or text. All default or customized function codes are given in the table of codes in the appended sheet.

The features described in this manual and indicated with an asterisk (*) can only be accessed with some software versions.

Audio kevs



Loudspeaker.



Hands free



Adjustment "reduce".





Adjustment "increase".







Fixed key.



MENU key.

Other symbols used



Alternative to action sequence.





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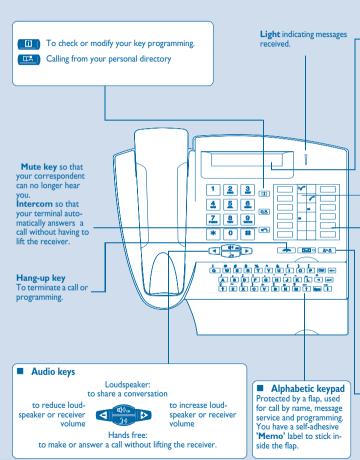
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Getting to know your Premium telephone



Display

The screen displays several pages of information concerning the present call.

Programmable keys and icons

To make a call, activate a service or manage your calls. Icons are associated with each of these keys:

Line icons:

Incoming call (flashing).

Call in progress.

Call on hold.

Call on common hold.

Function icons:

____ Function active.

Function requiring action.

Terminal or line busy.

Preprogrammed function keys:

Display new page.

() Divert your calls to another terminal.

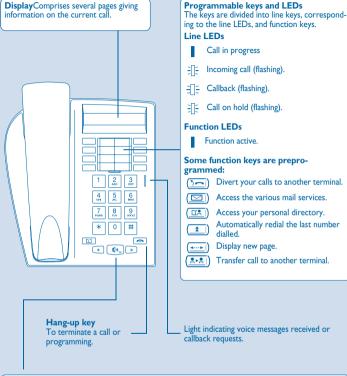
(** Three-way conference.

Automatically redial the last number dialled.

Access the various mail services.

Transfer call to another terminal.

Getting to know your Easy telephone



Audio keys

Loudspeaker: to share a conversation

to reduce loudspeaker or receiver volume







to increase loudspeaker or receiver volume

Installing the programmable key label

A printed label is supplied with the terminal. This should be installed beneath the programmable keys.



- I. Insert a flat "blade" into the slot (I slot per key block).
- 2. Raise the cover.
- 3. Slide the printed label into position.
- 4. Replace the cover.

Using your telephone

Making or answering a call without lifting the receiver (hands free) *











line key (internal or external)

number required



you are in hands free mode



terminate your call



During a conversation, you can lift the receiver without terminating the call.

during a conversation



^{*} Premium REFLEXES telephone only.

Making an outside call

• Making a call:









"Outside line" key

number required







tells you the status of your call



9 is the default code for an outside line.

Making an internal call









internal number required

default code for "Operator call" function







name and number of person called are displayed

line key



Calling your correspondent by name (company directory)





Smith John

first letters of your correspondent's name

proposes a name and the corresponding number

If name is OK :



make the call

If name is not OK:

you can refine the search by adding more characters to the search name or by consulting the various proposals.







to show the next or previous name



to show supplementary information



to erase the name shown

On Easy REFLEXES telephones: this function requires a "Call by name" programmed key. When the key is pressed:





a name is displayed



first two letters of correspondent's name

enter if name is OK















show next or previous name

erase name displayed

* Enter a letter: the keys on the numeric keypad also correspond to letters which are displayed when you press the key.



press once for "A", "B" or "C"

1.5 Calling from your personal directory







the system automatically dials the number

directory number required (0 to 9)



To enter your numbers see 'Programming your personal directory'.

On **Easy REFLEXES** telephones: use the preprogrammed key to access your personal directory:



1.6 Calling from the common directory

Your terminal has access to a common directory of outside numbers.



directory number

1.7 Receiving a call

your telephone rings



Smith John

correspondent's name or number

• To answer:









1.8 Filtering calls using the voice mailbox

This service lets you filter incoming calls to your voice mailbox. When your caller leaves his message you can choose to communicate with him.

Activating call screening:





programmed key
'Voice mailbox
screening'

enter your personal code

• When you receive a call:



you hear the message left by your caller



name or number of the caller

hands free to take the call













lift the receiver

to stop listening only

same key to stop listening and deactivate the screening

1.9

Redialling*













select the "Redial" function

select the No. in the last ten issued

call required number

1.10

Temporarily storing a number to call again

the number called does not reply

before hanging up



"Temporary number" programmed key



number remains stored until another number is recorded

Redialling the stored number:







"Temporary number" programmed key

On **Easy REFLEXES** telephones: use the preprogrammed key to access your personal directory:



1.11

Requesting automatic callback if internal number is busy

internal number busy







"Automatic callback if terminal busy" programmed key or function code



callback request acknowledged



• Cancelling callback request:







"Cancel automatic callback" programmed key or function code

1.12 Answering an internal call in intercom mode *

You can answer without lifting the receiver. When you receive an internal call, your telephone rings and you are connected directly in hands free mode. The screen shows the caller's identity.





corresponding LED lights up



activate intercom mode

cancel intercom mode

* Premium REFLEXES telephone only.

1.13 Sending DTMF signals

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automatic attendant or a remotely consulted answering machine.

during a conversation







"DTMF End to End" programmed key or function code



all the figures dialled are then sent as DTMF signals



same key to cancel



The function is automatically cancelled when you hang up.

Making an ISDN call







screen shows number dialled

"ISDN" programmed key

number called

programmed key

To correct the number:







move cursor

To send the call:





LED corresponding to "ISDN" key remains lit up throughout the call

• Sending a subaddress:

You may have to add a four-digit subaddress to your correspondent's number (to obtain a fax, PC, telephone, etc.).







"ISDN" programmed key

number called

"SubAdd" programmed key







enter subaddress on keypad validate and send call

1.15 Hiding your identity (ISDN call)

When you call an internal or an outside ISDN number, your number is automatically sent.

You can hide your identity before sending your call.





hidden identity remains active while key icon is lit up

"Secret"
programmed key



same key to cancel

1.16 Identifying a malicious call (ISDN call)

When you receive a call, you can ask the network operator to record informations about your communication (correspondents' numbers, date and time of call, subaddress, etc.).

during a conversation



code for function 'Identify malicious call'



service request acknowledged



Using this service requires to take out a subscription to the network operator.

Activating the loudspeaker during a conversation 1.17 (receiver lifted)

during a conversation









activate loudspeaker

adjust volume (7 levels)



deactivate loudspeaker

- 1.18 Mute, so that your correspondent cannot hear you
- You can hear your correspondent but he/she cannot hear you:

during a conversation





corresponding LED lights

disable microphone



resume the conversation

^{*} Premium REFLEXES telephone only.

During your communication

2.1

Calling a second person during a conversation

during a conversation







number of second correspondent













line key

directory number required (0 to 9)



first call is placed on hold

To cancel your second call and recover the first:





line key for which icon is flashing

If you make an error, hang up: your telephone will ring and you will recover your first call.

* Premium REFLEXES telephone only.

Answering a second call during a conversation

• A second correspondent is trying to call you:

during a conversation





caller's name or number flashing for 3 seconds

line key for which icon is flashing



first call is placed on hold

To recover your first call:



line key corresponding to icon

If you hang up without answering the second call, your telephone will ring.

2.3

Transferring a call

• To transfer your call to another number:

during a conversation





first call is placed on hold

number required

• If the number receiving the transfer answers:







if allowed by system configuration

You can also transfer your call immediately, without waiting for the number to answer, using either of the two methods described above.



Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Transfer" function:



2.4

Switching between calls (Broker call)

During a conversation, a second call is on hold. To recover the second call:





first call is placed on hold

line key corresponding

2.5 Three-way conference with internal and/or external correspondents (conference)

During a conversation, another call is on hold:





three-way conference

cancel the conference and recover the first call



hang up on all calls



After the conference, to leave your two correspondents talking together:





Placing a call on hold (hold)

• Exclusive hold:

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.





your call is placed on hold

line key

Recover the call on hold:





line key corresponding to icon

Common hold:

To recover your call on any telephone in your system.





your correspondent is placed on hold and hears the holding tone

"Hold" programmed

key

• Recover the call on hold from any telephone:



line key corresponding to icon

Placing an outside call on hold (parking)

You can place an outside call on hold and recover the call on another telephone:

during a conversation







"Park call" programmed key or function code



your correspondent is placed on hold and hears the holding tone

To recover the parked call:









"Retrieve parked call" programmed key or function code

number of telephone from which call was parked



If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.

2.8 Getting information about camped-on calls

• Another call is received:

during a conversation, you hear a beep



beep

→

call is automatically placed on hold

Smith John

identity shown briefly

You wish to take the call immediately:





first call is automatically placed on hold

line key corresponding to icon



If several calls are received simultaneously, only the last one is shown.

Intrusion into an internal conversation

Your correspondent's line is busy. If the number is not "protected" and if authorised, you can intrude into the call:









'Intrude on a call' programmed key

code for function 'Intrude on a call' same key to cancel

Protection against intrusion:









"Protect a call" programmed key or function code

your correspondent's number

Protection is cancelled when you hang up.

2.10

Store a number*

To store the displayed number in the personal directory while a communication is in progress:













select a record in the directory

enter the name of your correspondent

apply (twice)

3.1 Receiving supervised call ringing

To receive the special ringing for calls to another number:



"Supervised call

same key to cancel

ringing" programmed key



This service must have been programmed by your installation technician.

3.2 Answering a general bell

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:







"Answer general bell" programmed key or function code

Filtering calls for 'manager/secretary' groups

System configuration allows "manager/secretary" groups to be formed, so that the manager's calls can be directed to one or more secretaries.

• From the manager's or secretary's telephone:



calls to manager's number are filtered by the selected person (secretary, for example)

"Filter"
programmed key



same key to cancel



Filtering is indicated on the manager telephone screen and on the programmed keys of the manager and secretary telephones.

Call pick-up

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

• If the telephone ringing is in your own pick-up group:







"Group call pick-up" programmed key or function code

• If the telephone ringing is not in your pick-up group:









"Terminal call pick-up" programmed key or function code

number of telephone ringing



The system can be configured to prevent call pick-up on certain telephones.

Answering briefly in place of the operator

Outside calls to the operator will ring on your telephone and you can answer the call:



your telephone will ring at the same time as the switchboard

"Operator help" programmed key



same key to cancel

• Calls to the switchboard:

calls to the switchboard will ring on your telephone





"Operator help" programmed key

3.6 Monitoring calls to other terminals

Calls to other numbers can be directed to any telephone (max. 8 numbers per programmed key):



your telephone will ring at the same time as the others

"Monitoring" programmed key



same key to cancel

Hunting groups

Hunting group call:

Certain numbers can form a hunting group and can be called by dialling the group number.

Temporary exit from your hunting group:









"Hunting group out" programmed key or function code

your group number

Return into your group:









"Hunting group in' programmed key or function code

your group number



Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

Calling an internal correspondent on his/her pager

The number called does not answer and you know that the person called has a pager:











number called

"Paging" programmed key or function code



paging in progress is displayed



Your correspondent can answer from any telephone in the system.

3.9 Calling a correspondent on his/her loudspeaker

Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:



"Forced" programmed key



you are connected to the loudspeaker on your correspondent's phone (if he/she has the hands free function)

3.10 Sending a written message to an internal correspondent











message

number called

enter the first letters of

_









first message in list (max. 27)

scroll through the messages









read all messages

change language of message





send selected message exit from mail service

• If selected message has to be completed:











enter appropriate data

erase entry

send selected message

On **Easy REFLEXES** telephones: use appropriate preprogrammed key to access "Message" or "Transfer" function:







erase entry

• The 27 standard messages are shown below:

1	Call me back	15	Meeting on (*)
2	Call me back tomorrow	16	Meeting on at _:_ (*)
3	Call me back at _:_ (*)	17	Out for a while
4	Call back (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at _:_ (*)
6	Call the secretary	20	Absent, back on at _:_ (*)
7	I will call back at _:_ (*)	21	On vacation, back on (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on (*)
10	Please fetch your mail	24	I am in room nr (*)
П	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at _:_ (*)	(*)Messages to be completed using numeric keypad	

3.11 Send a voice message copy





display number of new and old messages













personal code

select message to copy











сору message

Number to be called

correspondent's name













add a correspondent

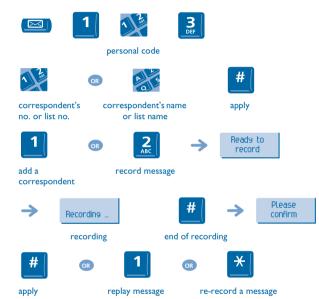
record a comment

send message

On Easy REFLEXES telephones: use the preprogrammed key to access the "Message" function:



3.12 Sending a recorded message to a number / a distribution list



On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:



Broadcasting a message on the loudspeakers of a 3.13 station group

A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:





speak, you have 20 seconds



number of broadcast group



The message will only be broadcast on terminals not in use and which have a loudspeaker.

3.14

Answering a call on your pager

A call on your pager can be answered from any telephone within the system.

your pager beeps



function code





your extension number

3.15 Allocating an outside line

If authorised, you can transfer an outside line to another terminal, thus enabling that person to make an outside call.

during an internal conversation



"Allocate outside" programmed key



your internal correspondent now has an outside line and can dial





To know the cost of the call, press the "Allocate & charge" programmed key instead of the "Allocate outside" key, to allocate the line (see "Managing your charges").

Keep in touch

4.1 Selecting calls to be diverted

When a diversion is applied, you can select the types of call to be diverted: outside, internal, all.





Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).









diversion key or "Immediate diversion" function code





diversion is acknowledged







your telephone is no longer active



diversion is displayed, with number or name to which the calls are diverted



General remark concerning diversions: the number to which your calls are diverted can be programmed. However, if the programmed number is not being answered, another diversion number should be entered when the function is activated.



You can make calls, but only the destination number can call vou.

4.3

Diverting your calls to your voice message service













programmed key or code for type of diversion required



number of message service

Activate/disable the personal assistant









personal assistant display status

personal assistant













to activate personal assistant

to deactivate personal assistant

apply

4.5 Personal assistant : reaching you with one number only









personal assistant

select type of











dial number of a colleague or your secretary

dial an outside line number







activate/ deactivate transfer to operator

4.6 Diverting calls to your pager

Callers will thus be able to contact you while you are moving around the company:













"Divert to paging" programmed key or function code



diversion is acknowledged









message "4-Div" is displayed





diversion is acknowledged

4.7 Forwarding your calls from the receiving terminal ("Follow me")

• You wish to receive your calls in your present location: Use the "Follow me" function.









"Follow me" programmed key or function code

your extension









message "4-Div" is displayed





your extension number

4.8 Applying a selective diversion

You can selectively divert calls, according to the caller's identity:









"Selective diversion" programmed key or function code

same key to cancel



To use this function, the selective diversion lists must be programmed.

4.9 Diverting all group calls

You can divert all your group calls to another internal number:









"Divert group calls" programmed key or function code



 \rightarrow

diversion is acknowledged







4.10 When you return, cancel all diversions











"Cancel all diversions" programmed key or function code



acknowledgement of cancellation of diversion is displayed. Your telephone will again receive all incoming calls









message "4-Div" is displayed



A diversion can also be cancelled by programming another type of diversion.

4.11

Diverting calls when your line is busy (divert if busy)









"Divert if busy" programmed key or function code



number receiving diversion



diversion is acknowledged















message "4-Div" is displayed





number receiving diversion

4.12 Do not disturb

You can make your terminal temporarily unavailable for all calls.













"Do not disturb" programmed key or function code



"Do not disturb" message is displayed









message "4-Div" is displayed



4.13 When you return, consult recorded messages

The light indicates that messages have been received.







personal code













replay message

erase message













call sender of message

select message





copy message

On ${\bf Easy\ REFLEXES}$ telephones: use the preprogrammed key to access the "Message" function:



4.14 Leaving a recorded message for internal callers

You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.





Call back

"Divert to text" programmed key

first of the 27 messages

follow instructions to select message



Message is selected in the same way as in: Sending a written message to an internal correspondent.

4.15 Consulting written messages

The light indicates that messages have been received.









display date and time of message

display contents of message



read complete message call the person back erase message



go to next message previous message

terminate consultation

^{*} Calling the person back automatically erases the message.



On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:





erase message displayed

5

Managing your charges

5.1

Charging your calls directly to business accounts

You can charge the cost of your outside calls to business account numbers.









"Business account code" programmed key or function code

number of business account

Adding or changing a business code during a call:



"Business account code during call" programmed key

5.2

Finding out the cost of an outside call made for an internal user from your terminal

in conversation with the internal user







"Meter Total Recall" programmed key or function code



the call is placed on hold





outside number called

transfer call to your correspondent on hold

• At the end of the call, you are called back and you can:

I.Read information concerning call (cost, duration, number of units...).

2.Print a charge ticket.





twice

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Transfer" function:



5.3

Charging the cost of an outside call to your company

If authorised, when travelling or from home, you can call a public network subscriber and charge the cost of the call to your company.







your company's number

extension number and check code

public network number

^{*}For greater detail, contact your system manager.

Your telephone fits your needs

6.1 **Initializing your voice mailbox**

Light flashes



enter your personal code then record your name according to voice guide instructions



Your personal code is used to access your voice mailbox and to lock your telephone.

On **Easy REFLEXES** telephones: use the preprogrammed key to access the "Message" function:



6.2 Customising your voice greeting

You can replace the greeting message by a personal message.











voice message service

Recording ...





Please confirm

recording

end of recording









apply

to return to the default message

6.3 Modifying your personal code

Your personal code is used to access your voice mailbox and to lock your telephone.









options

personal code







old code (4 digits).

new code (4 digits)

apply



As long as your voice mailbox has not been initialized, personal code is 1515.

6.4 Selecting ringer tune and adjusting volume

You can select your ringer tune (choice of 8) and adjust the volume (1 to 7).











tune number and volume are displayed











consecutive presses to obtain tune (8)

consecutive presses to adjust volume (7)

6.5 Adjusting screen brightness











consecutive presses

exit



Levels of brightness are scaled from 4 to 16.



6.7 Programming direct call keys

or 2)

number





6.8 Programming your personal directory











directory number (0 to 9)

current name is displayed









erase current

enter new name











current number is displayed

erase current name

internal or outside number to be recorded





apply



Press the '<-' key on the alphabetic keypad to delete a character.

On Easy REFLEXES telephones:











directory number (0 to 9)

current name is displayed









erase current name













LONG

erase current name





current number is

displayed





internal or outside number to be recorded

apply

^{*} Enter a name: the keys on the numeric keypad also have letters which can be displayed by consecutive presses.



press once for "A", twice for "B" and three times for "C"







move cursor left or right

6.9 Programming an appointment reminder

 To programme a temporary appointment reminder (one callback within the next 24 hours):







Temporary Appt







temporary
appointment time (2
digits for hours,
2 digits for minutes)







for a temporary reminder

 To programme a permanent appointment reminder (callback every day at the same time):









permanent appointment

appointment time





apply

• At the programmed time, your telephone rings:







to acknowledge



If you are in conversation, the display flashes, a tone is sent and you will hear a beep. After three unanswered calls, a temporary callback request will be cancelled but a permanent callback request will remain in memory.If your calls are diverted to another terminal, the diversion is not applied to the reminder call.

• To cancel your reminder request:















- 6.10 Identify the terminal you are on
- Press this key twice.

6.11 Broadcasting background music on your loudspeaker

You can broadcast background music on the loudspeaker of your telephone (depending on configuration):



when telephone is not in use, background music is played



same key to cancel



The music stops when a call is made or received and starts again when you hang up.

6.12

Locking your terminal

This service enables you to prevent any outside calls from being made and prevent any changes to the programming of your terminal:









"Locking/unlocking" programmed key or function code









lock your terminal

unlock your terminal









personal code number (4 digits)







lock your terminal

unlock your terminal

Guarantee and clauses

Independently of the legal warranty that covers this appliance, it is guaranteed for I year, parts and labour, counting from the date indicated on your invoice. Nevertheless, if the legal warranty in effect in your country exceeds I year, then the legal warranty is the sole warranty applicable.

The invoice will be demanded if making a claim under the warranty. The warranty does not however apply in the following cases: in the event of use that does not comply with the instructions given in this user's manual, faults or damage caused by natural wear, damage resulting from a cause external to the appliance (e.g. impact, fall, exposure to dampness, etc.), noncompliant installation or modifications or repairs carried out by people who are not approved by the

Declaration of compliance

We, Alcatel Business Systems, hereby declare that we assume the **Alcatel Premium Reflexes** and **Alcatel Easy Reflexes** products to be compliant with the essential requirements of Directive I 999/5/CE of the European Parliament and Council.

Any unauthorised modification to the products shall render this declaration of compliance null and avoid. A copy of the original of this declaration of compliance can be obtained by post from:

Alcatel Business Systems - Technical Services - Customer Care I, route du Dr. Albert Schweitzer - F 67408 Illkirch Cedex - France

The CE marking indicates that this product complies with the following EC directives:

(€:

89/336/CEE (electromagnetic compatibility)

73/23/CEE (low voltage) 1999/5/CE (R&TTE)

Some of your telephone's functions require a software key or are only accessible once programmed by your installation technician.

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